INTER COOPERATIVE COUNCIL

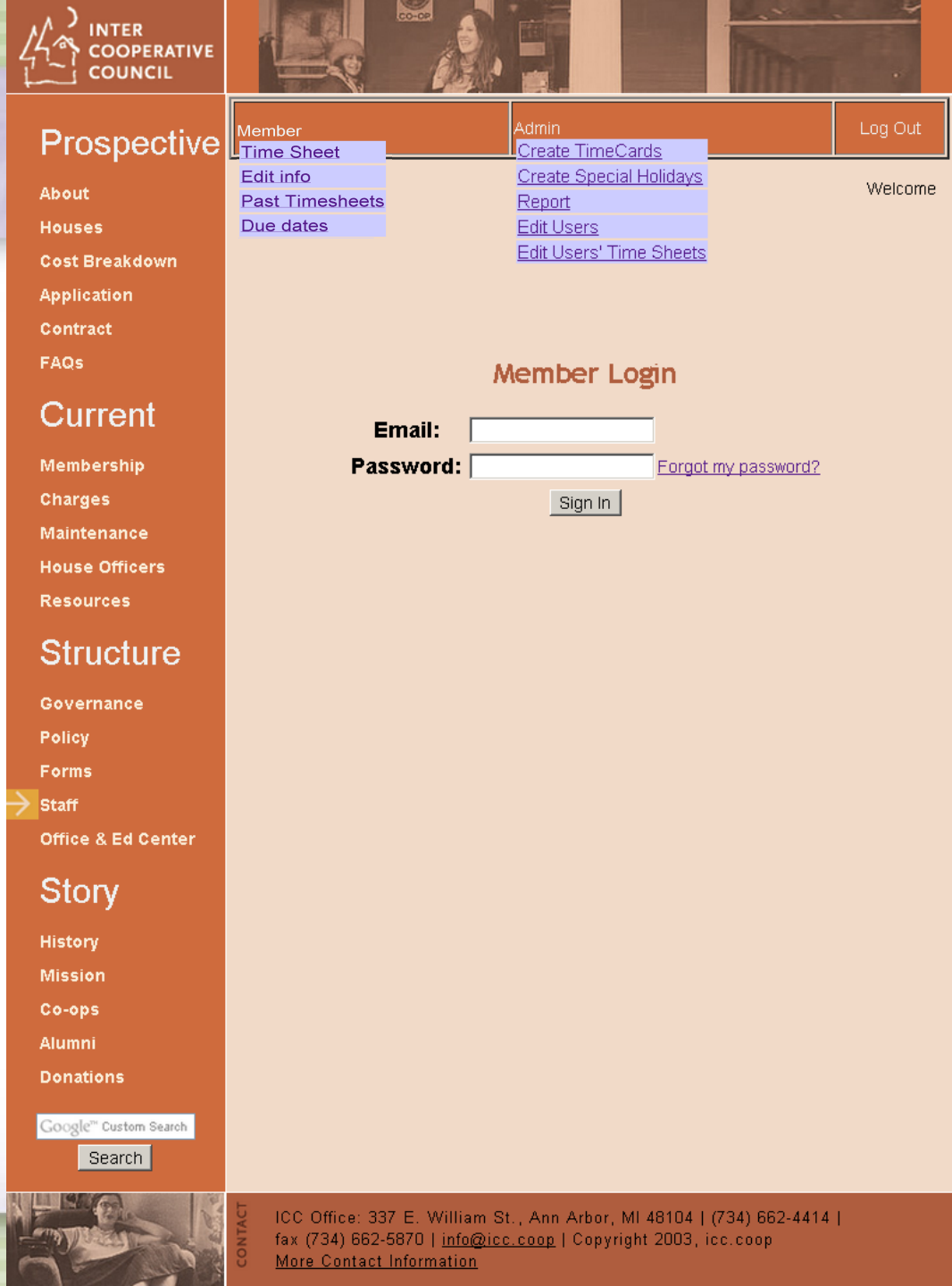
User Manual for

ICC Time Sheets

ONLINE!

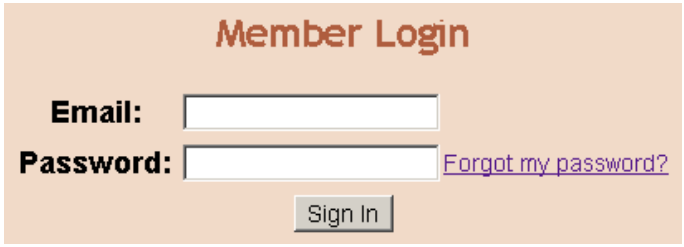
Here it is!

Create a bookmark or a shortcut to find this website easily

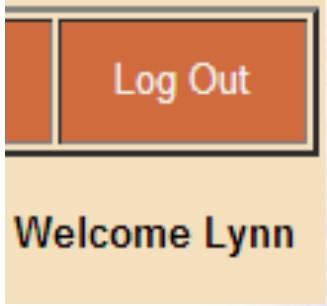


Overview

Log In

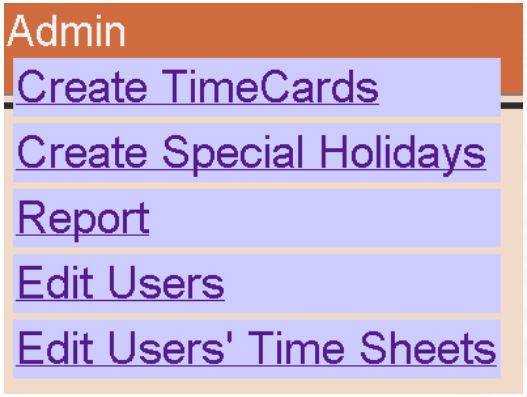


Log Out



Member

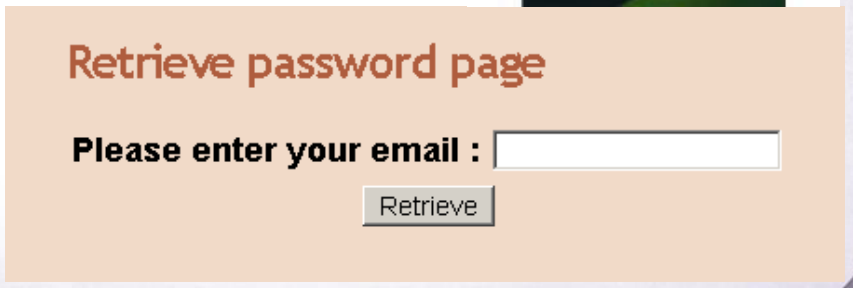
Admin



Log In
Getting started

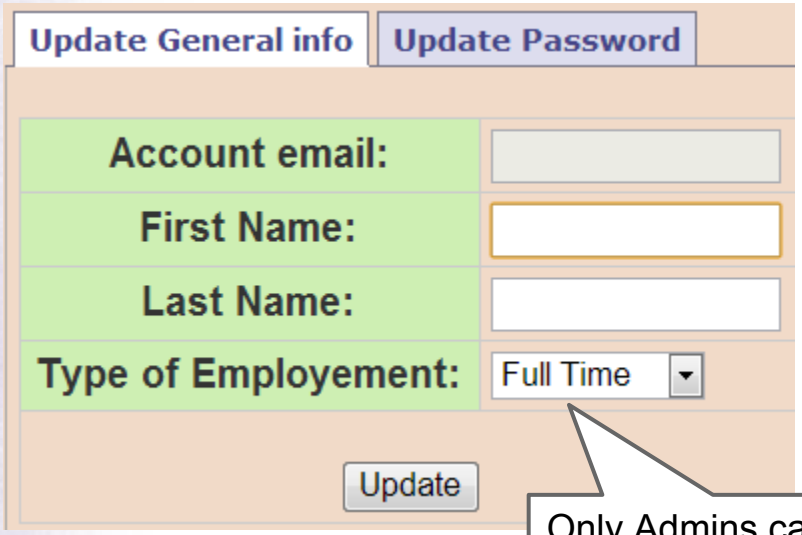
Your Account will be set up for you by Admins. To start, please click "Forgot your password?" on the Log In screen.

Enter your email to receive a **temporary** new password.



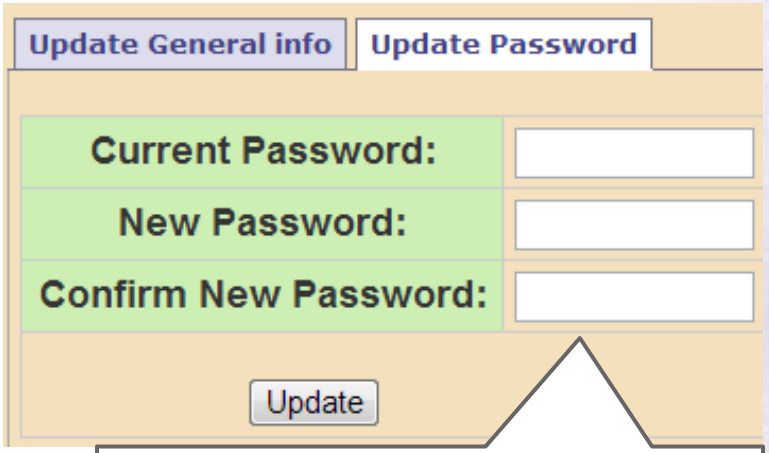
Update Profile

General Info



Only Admins can change your account email and employment type, but you can view them here.

Password

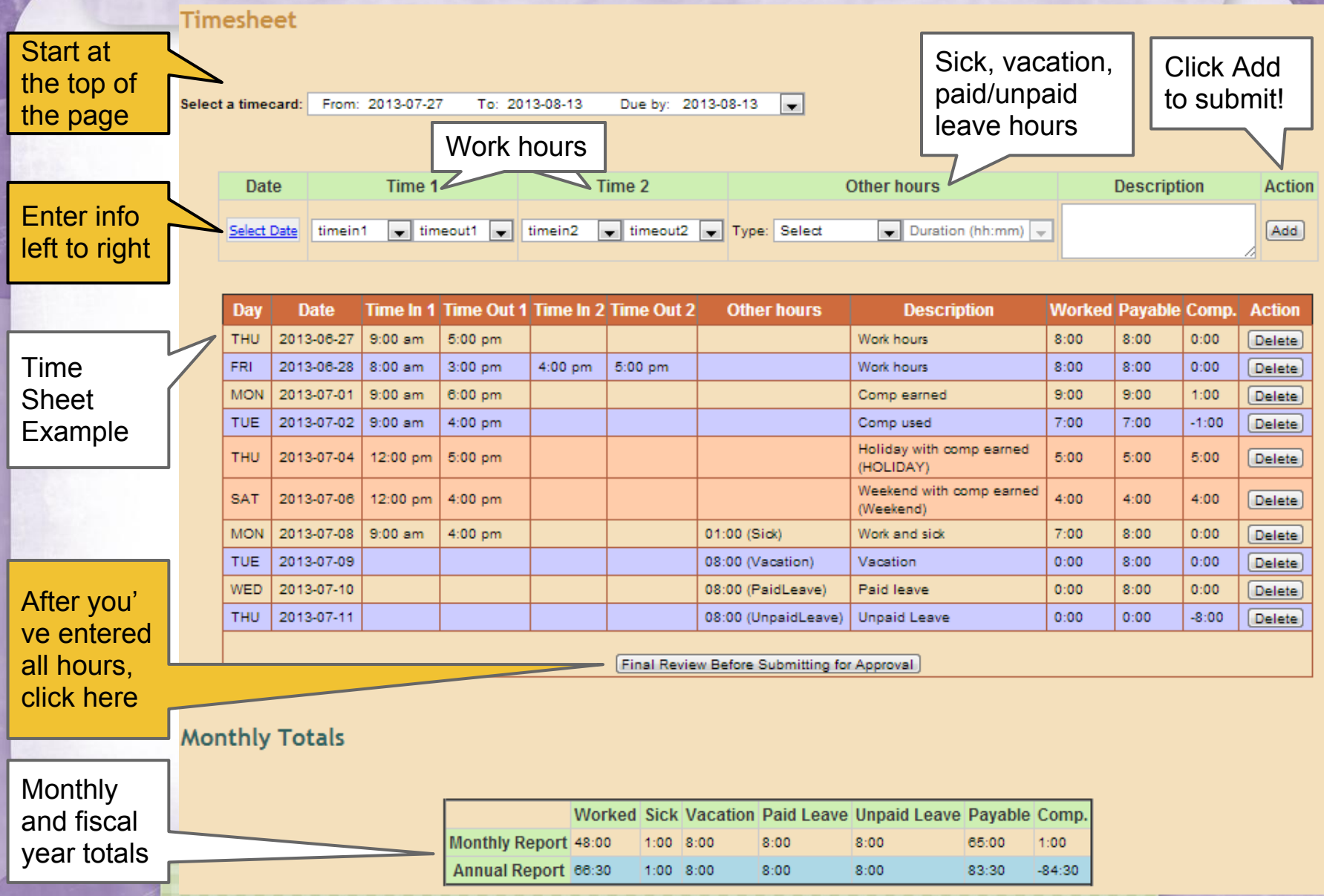


Keep your password **safe** and **private**!

Use upper and lower cases, numbers, and symbols. Do not use spaces or words.

Do not save passwords on your computer.

Time Sheet

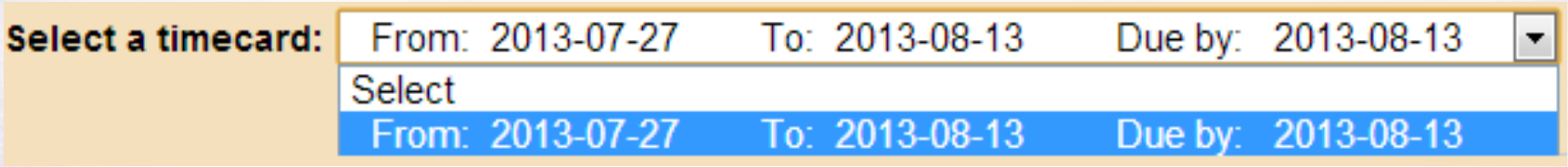


Day	Date	Time In 1	Time Out 1	Time In 2	Time Out 2	Other hours	Description	Worked	Payable	Comp.	Action
THU	2013-06-27	9:00 am	5:00 pm				Work hours	8:00	8:00	0:00	Delete
FRI	2013-06-28	8:00 am	3:00 pm	4:00 pm	5:00 pm		Work hours	8:00	8:00	0:00	Delete
MON	2013-07-01	9:00 am	6:00 pm				Comp earned	9:00	9:00	1:00	Delete
TUE	2013-07-02	9:00 am	4:00 pm				Comp used	7:00	7:00	-1:00	Delete
THU	2013-07-04	12:00 pm	5:00 pm				Holiday with comp earned (HOLIDAY)	5:00	5:00	5:00	Delete
SAT	2013-07-06	12:00 pm	4:00 pm				Weekend with comp earned (Weekend)	4:00	4:00	4:00	Delete
MON	2013-07-08	9:00 am	4:00 pm			01:00 (Sick)	Work and sick	7:00	8:00	0:00	Delete
TUE	2013-07-09					08:00 (Vacation)	Vacation	0:00	8:00	0:00	Delete
WED	2013-07-10					08:00 (PaidLeave)	Paid leave	0:00	8:00	0:00	Delete
THU	2013-07-11					08:00 (UnpaidLeave)	Unpaid Leave	0:00	0:00	-8:00	Delete

	Worked	Sick	Vacation	Paid Leave	Unpaid Leave	Payable	Comp.
Monthly Report	48:00	1:00	8:00	8:00	8:00	65:00	1:00
Annual Report	66:30	1:00	8:00	8:00	8:00	83:30	-84:30

Time Sheet

1. Select a Time Card

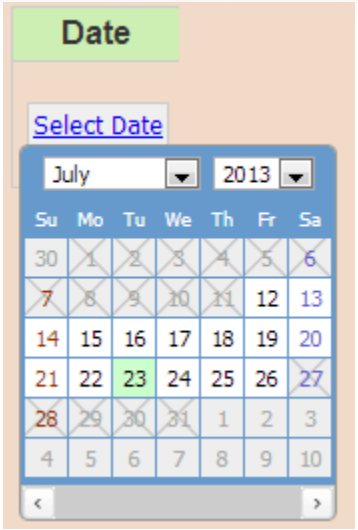


Select a Time Sheet. Only editable time cards will be shown. The current Time Sheet will be selected by default.

For info on submitting past-due time cards, click here to jump to slide ##.

Time Sheet

2. Select Date

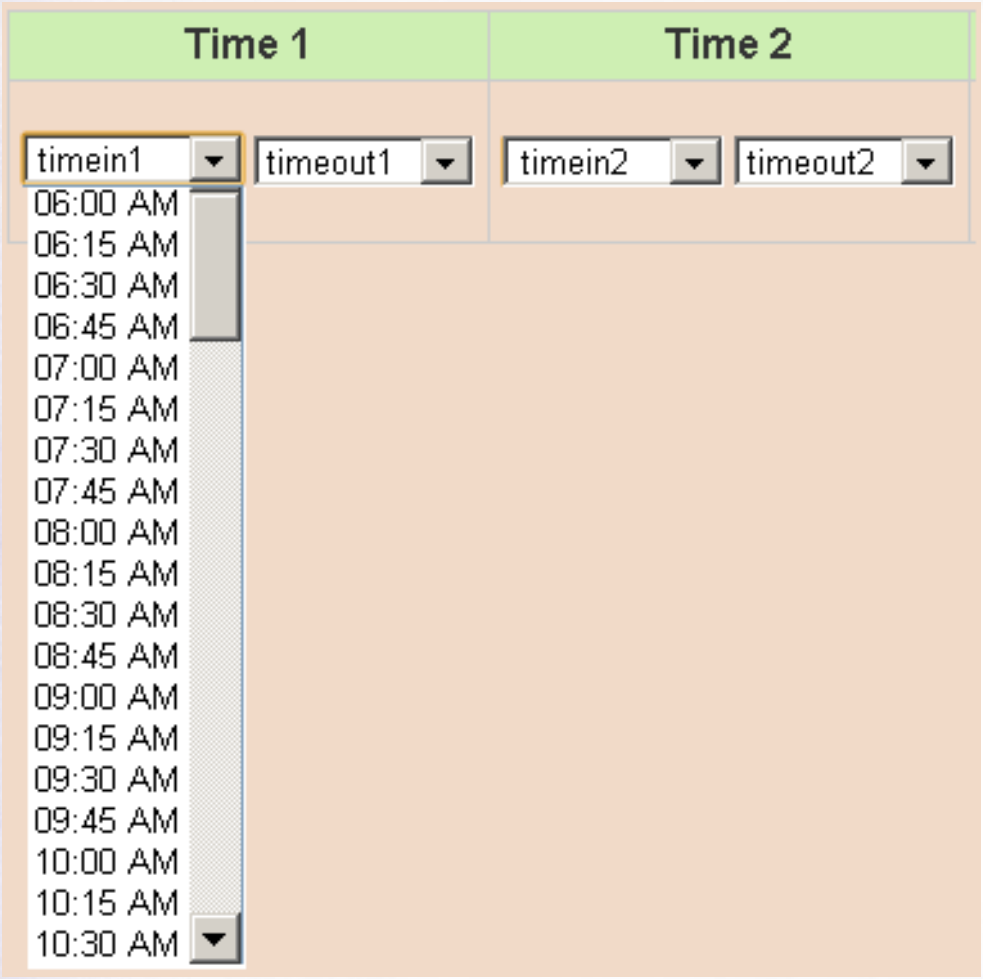


Click "Select Date" to show the calendar picker, then click on a date.

Only the dates within the selected time card will be available; other dates will be crossed out.

Time Sheet

3. Enter any *work* times

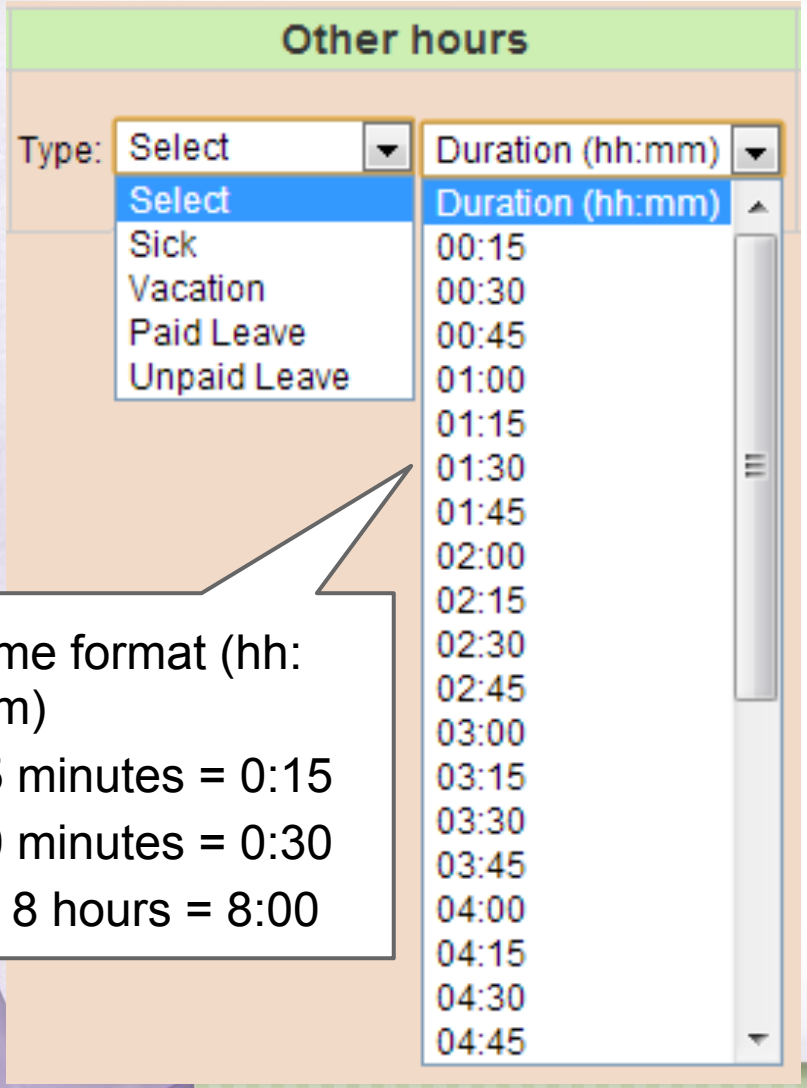


Click on the drop-down boxes and select times.

If you leave work then come back, you should record both Time 1 and Time 2.

Time Sheet

4. Enter Other Hours



Select 1 type of other hours: Sick, Vacation, Paid Leave, Unpaid Leave, or Comp. Then select a duration.

Note: only one type of “other hours” can be chosen per day.

Time Sheet

5. Enter Description

Type in your day's activities. Please include notes on work activities as well as “other hour” activities.

Time Sheet

6. Review your info and click Add

After you click "Add," a green or red message will appear:

Green = good! Your information has been added to the Time Sheet.

Red = something is wrong; read the error message, fix your info, then click "Add" again.

Special Cases

Please coordinate with your supervisor regarding special cases such as:

- Paid Leave vs. Unpaid Leave statuses
- Vacation or leave pre-approvals
- Long sick periods
- Accruing many positive or negative comp hours.
- Etc....

Log your hours daily!

This saves time and hassle later on. :)
It's optional, but helpful for
you and your supervisor!

Time Sheet

Submit By the Due Date

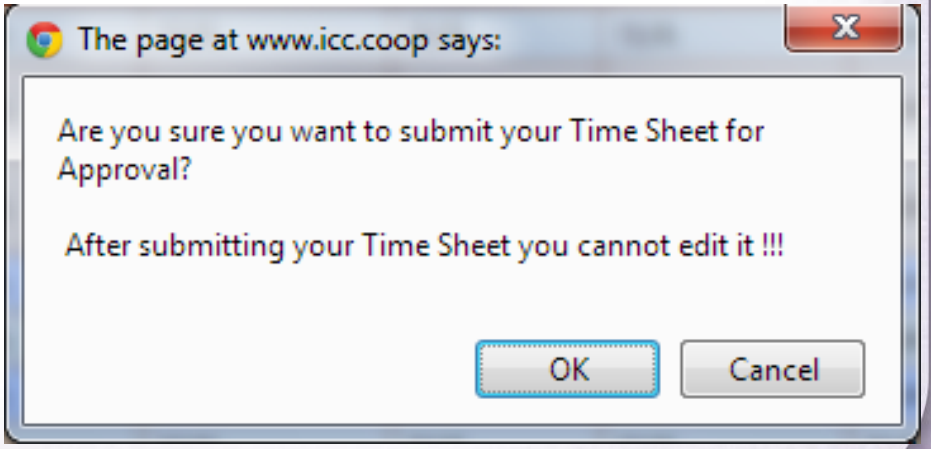
1. Check your completed Time Sheet, then click:

Final Review before Submitting for Approval

2. On the next page, check your info, then click:

Submit for Approval

3. On the pop-up window click OK to submit, or Cancel to edit.


The page at www.icc.coop says:
Are you sure you want to submit your Time Sheet for Approval?
After submitting your Time Sheet you cannot edit it !!!
OK
Cancel

After final submission, you can only view your time sheet!

Time Sheet Approval

Time Sheets are automatically submitted to supervisors when the due date passes.

Then, the supervisor will review your Time Sheet, add any necessary notes, and either accept or reject your Time sheet.

Need extra time? Contact your supervisor and they'll enable editing on your Time Sheet.

Due Dates

Paydays will be on the 15th and last day of the month. If these dates fall on a weekend, the date is the preceeding Friday.

Time sheets are due on the last day of the Time Sheet Period, so there is no longer a grace period after the Time Sheet period ends.

Year	Month	Start Date	Due Date	Pay Date
2013	Jan	2013-01-01	2013-01-11	2013-01-15
2013	Jan	2013-01-12	2013-01-28	2013-01-31
2013	Feb	2013-01-29	2013-02-13	2013-02-15
2013	Feb	2013-02-14	2013-02-26	2013-02-28
2013	Mar	2013-02-27	2013-03-12	2013-03-15
2013	Mar	2013-02-13	2013-03-26	2013-03-28
2013	Apr	2013-03-27	2013-04-10	2013-04-13
2013	Apr	2013-04-11	2013-04-25	2013-04-30
2013	May	2013-04-26	2013-05-13	2013-05-15
2013	May	2013-05-14	2013-05-29	2013-05-31
2013	Jun	2013-05-30	2013-06-12	2013-06-14
2013	Jun	2013-06-13	2013-06-25	2013-06-28
2013	Jul	2013-06-26	2013-07-11	2013-07-15
2013	Jul	2013-07-12	2013-07-26	2013-07-31
2013	Aug	2013-07-27	2013-08-13	2013-08-15
2013	Aug	2013-08-14	2013-08-28	2013-08-30
2013	Sep	2013-08-29	2013-09-11	2013-09-13
2013	Sep	2013-09-12	2013-09-26	2013-09-30
2013	Oct	2013-09-27	2013-10-10	2013-10-15
2013	Oct	2013-10-11	2013-10-29	2013-10-31
2013	Nov	2013-10-30	2013-11-12	2013-11-15
2013	Nov	2013-11-13	2013-11-22	2013-11-29
2013	Dec	2013-11-23	2013-12-10	2013-12-13
2013	Dec	2013-12-11	2013-12-26	2013-12-30

Past Time Sheet

Timesheet

Select a year:	2013
select a Time Card	From: Jul (2013-07-12) To: 2013-07-26 (Current)

Status:
Comments:
Date:

Info from supervisors

Day	Date	Time In 1	Time Out 1	Time In 2	Time Out 2	Other hours	description	Worked (hr)	Comp.	Action

Final Review before Submitting for Approval

Totals

	Worked Hours	Sick (hrs)	Vacation (hrs)	Paid Leave (hrs)	Unpaid Leave (hrs)	Comp. (hrs)
Monthly Report	0:00	0:00	0:00	0:00	0:00	0:00
Annual Report	19:00	0:00	0:00	0:00	0:00	-86:30

Running Totals

Timecard	Total Worked Hours	Total Sick	Total Vacation	Total Paid Leave	Total Unpaid Leave	Total Comp.
2013-01-28	16:30	0:00	0:00	0:00	0:00	-79:30
2013-05-31	0:00	0:00	0:00	0:00	0:00	0:00
2013-06-12	0:00	0:00	0:00	0:00	0:00	0:00
2013-06-26	0:00	0:00	0:00	0:00	0:00	0:00
2013-06-30	0:00	0:00	0:00	0:00	0:00	0:00
2013-07-11	2:30	0:00	0:00	0:00	0:00	-7:00
2013-07-26	0:00	0:00	0:00	0:00	0:00	0:00
2013-08-13	0:00	0:00	0:00	0:00	0:00	0:00
2013-08-28	0:00	0:00	0:00	0:00	0:00	0:00
2013-09-11	0:00	0:00	0:00	0:00	0:00	0:00
2013-09-26	0:00	0:00	0:00	0:00	0:00	0:00
2013-10-11	0:00	0:00	0:00	0:00	0:00	0:00
2013-11-30	0:00	0:00	0:00	0:00	0:00	0:00
Running Totals	19:00	0:00	0:00	0:00	0:00	-86:30

Past Time Sheet

Step 1

Step 2

View past time sheets with statuses and comments

Time Sheet

Select a year:	2013
Select a Time Card	From: Jul (2013-06-27) To: 2013-07-11 Approved

Day	Date	Time In 1	Time Out 1	Time In 2	Time Out 2	Other hours	Description	Worked	Payable	Comp.
THU	2013-06-27	9:00 am	5:00 pm				Work hours	8:00	8:00	0:00
FRI	2013-06-28	8:00 am	3:00 pm	4:00 pm	5:00 pm		Work hours	8:00	8:00	0:00
MON	2013-07-01	9:00 am	6:00 pm				Comp earned	9:00	9:00	1:00
TUE	2013-07-02	9:00 am	4:00 pm				Comp used	7:00	7:00	-1:00
THU	2013-07-04	12:00 pm	5:00 pm				Holiday with comp earned (HOLIDAY)	5:00	5:00	5:00
SAT	2013-07-06	12:00 pm	4:00 pm				Weekend with comp earned (Weekend)	4:00	4:00	4:00
MON	2013-07-08	9:00 am	4:00 pm			01:00 (Sick)	Work and sick	7:00	8:00	0:00
TUE	2013-07-09					08:00 (Vacation)	Vacation	0:00	8:00	0:00
WED	2013-07-10					08:00 (PaidLeave)	Paid leave	0:00	8:00	0:00
THU	2013-07-11					08:00 (UnpaidLeave)	Unpaid Leave	0:00	0:00	-8:00

	Worked	Sick	Vacation	Paid Leave	Unpaid Leave	Payable	Comp.
Time Sheet Report	48:00	1:00	8:00	8:00	8:00	65:00	1:00
Annual Report	50:30	1:00	8:00	8:00	8:00	67:30	-20:30

Grand Totals

From	To	Worked	Sick	Vacation	Paid Leave	Unpaid Leave	Payable	Comp.
	2013-05-31	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	2013-06-12	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	2013-06-26	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	2013-06-30	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	2013-07-11	48:00	1:00	8:00	8:00	8:00	65:00	1:00
	2013-07-26	2:00	0:00	0:00	0:00	0:00	2:00	-6:00
	2013-08-13	0:30	0:00	0:00	0:00	0:00	0:30	-15:30
	2013-08-28	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	2013-09-11	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	2013-09-26	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	2013-10-11	0:00	0:00	0:00	0:00	0:00	0:00	0:00
	2013-11-30	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Grand Totals		50:30	1:00	8:00	8:00	8:00	67:30	-20:30

Survey

We have an online survey for you to send us feedback. Please look for the survey link in your email.

After you've tried filling out your actual hours on this website, please take a few moments to take this online survey.

Questions?
Please contact Lynn